

SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800360005-0

*Open File
DDS+T*

Executive Officer, DD/S&T

15 DEC 1963

Records Administration Officer

Records Survey

1. Attached are the Records Survey Report and Records Control Schedules for all elements of DD/S&T with the exception of OSA, OBI, and the Office of Computer Services. These were prepared by [] of this staff in conjunction with [] Records Officer for DD/S&T.

2. Implementation of the Records Control Schedules and adoption of the recommendations contained in the survey report should greatly assist your offices in promoting good records management practices. Adherence to the disposition instructions will ensure compliance with Agency approved records policies and procedures.

3. The fact that your office is new and that these are the initial Records Control Schedules it is highly possible that, due to organizational and functional changes, it will be necessary to make revisions to these schedules. When these changes occur your Records Officer should be consulted.

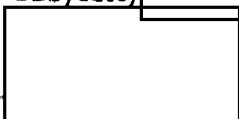
4. I was happy to learn that [] recently attended the National Archives and Records Service, Records Management Workshop. I highly recommend that [] avail himself of other such training opportunities as provided by local schools and universities.

5. I wish to express my appreciation to members of your office, particularly [] for their assistance and co-operation given to [] during this survey. [] has advised me of your desire to have a Vital Records Deposit Schedule developed in the near future. When the time is appropriate for this please feel free to call on us for assistance.

Attachment

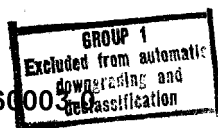
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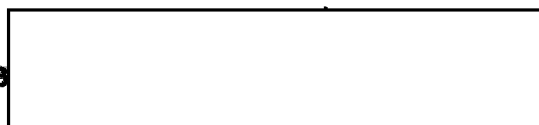
RECORDS MANAGEMENT SURVEY

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY

16 DEC 1963

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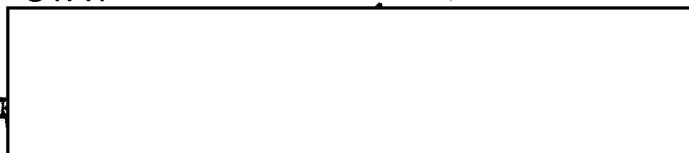
PREPARED BY

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Records Analyst

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CONCURRE

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Records Administration Officer